

## **Policy: Computer Acceptable Use (Student) 2010/2011**

**Scope:** This Policy documents the College's approach to acceptable use of its IT hardware and software resources by students.

The College provides computers and networked resources for student use in teaching classrooms and other resource areas, for example, the Library and Open Access Centres. As part of this facility, Internet, Internet e-mail and College-owned software are available on the basis that they provide relevant resources to assist students whilst they study. Assistance in using all of these resources is available from the ILT Assistant team.

It is the policy of Solihull College to respect all computer software copyrights and adhere to the terms and conditions of any licence to which Solihull College is a party. The downloading and/or installation of unauthorised software and screensavers is expressly forbidden. This includes software downloads from the Internet and from email. Solihull College will not condone the use of any software that does not have a licence and any student found to be using, or in possession of, unlicensed software will be the subject of disciplinary procedures.

Signed:

Principal, Solihull College.

### **Responsibilities**

By using a computer belonging to Solihull College you are agreeing not only to follow the rules in this Policy, but are also agreeing to report any misuse of the College network and resources to the College's ICT Services department (x7207 or by email to [itsupport@solihull.ac.uk](mailto:itsupport@solihull.ac.uk)). 'Misuse' means any violation of this Policy or any other use that is not included in the Policy and which has the effect of harming another individual or his or her property or breaking the law. Please note that you are required to agree to this Policy and named linked policies/procedures every time you log in to the College's network. These policies/procedures are reviewed annually prior to each academic year and it is your responsibility to keep up-to-date with any changes. Violation of these policies/procedures may result in disciplinary action being taken against you.

### **College IT Resources - Purpose and Use**

The College provides access to its computer hardware, networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with your tutor, the College's ILT Assistant team or the ICT Services team to help you decide if a use is appropriate.

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### **Personal Use**

The purpose of the provision of ICT facilities is for use in connection with teaching, learning, research, and approved business activities of the College. The College permits the use of its ICT facilities for students, staff and other authorised users for personal use, subject to the following limitations:

- A level of use that is reasonable and not detrimental to the main purpose for which the facilities are provided
- Priority must be given to use of resources for the main purpose for which they are provided
- Personal use must not be of a commercial or profit-making nature, or for any other form of personal financial gain
- Personal use must not be connected to any purpose or application that conflicts with the Colleges rules, regulations, policies and procedures

### **Privacy**

Network and Internet access is provided as a tool for your education. The College reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the College and no user shall have any expectation of privacy regarding such materials.

### **Copyright**

Many of the resources you find on the Internet are copyright protected, including music and video. You may only use all or part of a copyrighted work if you have the copyright owner's permission or if your use of the work falls under a legal exemption. Check the documents you are viewing for appropriate statements indicating copyright ownership and usage. It is your responsibility to respect these rights including all copyrights.

N.B. The College carries out periodic scans for copyrighted material and reserves the right to remove copyrighted material from its systems.

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### Network & Computer Etiquette

All users must abide by the rules of network and Internet etiquette, which include:

#### *General Advice*

1. Be polite. Use appropriate language.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you 'meet' on the computer network or Internet if you are under 18 without parental permission, and, regardless of age, in a secluded place or in a private setting.
3. Be careful. Do not jeopardise the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others or impersonate another. Your password must be at least 5 characters long and may contain letters or numbers, but no symbols or spaces. We recommend including numbers in your password as this further improves security.
4. Be mindful of viruses. All data files received as attachments MUST be checked for viruses and Trojan viruses before being opened or run on the network. Sophos (the College's chosen anti-virus software) appears as a light-blue shield at the bottom right of the computer screen. Right click on the shield to open Sophos. Select 'Set up a new scan', give the scan request a name then checkbox the folders or drives that need to be scanned. Complete the request by selecting 'Save and start'. If your College computer does not have a light-blue shield in the bottom right of the screen then you do not have Sophos correctly installed on your machine. Please inform your tutor, an ILT Assistant or contact the IT Support Help Desk on x7207 or by email to [itsupport@solihull.ac.uk](mailto:itsupport@solihull.ac.uk).

#### *Security & Accountability*

1. Students should not use the services of the College Internet and/or e-mail to obtain or send such material which contravenes the law or published College policies (articles which are sexist, racist, obscene, or promote illegal behaviour).
2. Students are advised that all email sent from an email account is the responsibility of the individual account holder.
3. Users are advised that the use of email to send personal data (e.g. about staff or students) to a third party is expressly forbidden unless prior approval by the College's Data Protection Officer is obtained.
4. Students are advised that email messages should not be sent to College staff without their prior consent.
5. Students are advised that the contents of a network account home directory (H: drive) are the responsibility of the individual account holder.

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### *Service Usage*

1. Students must not use chat or play games (unless authorised by their tutor).
2. Students must not tamper with the settings of the network or workstations. The connection of personal devices to the College network is not permitted.
3. Students must not use gotomypc, gotoassist or other remote login/screen sharing services without the consent of the Network Manager.
4. Users are advised that computer-based audio services are provided for work-related and studying purposes only.
5. When using sound outputs from applications or learning resources (including text readers) personal headsets should be used at all times. Deliberately enabling sound outputs through screen speakers or other devices will be deemed a breach of the Acceptable Use Policy and will lead to disciplinary action being taken. External sound output can only be used by tutors as part of their mainstream delivery strategies or alternatively during tutor-controlled student presentation work.
6. Students will only be allowed access to a computer in Open Access Areas once they have presented to the member of staff on duty either their current ID card or their Learning Agreement form.
7. Students are advised that their network accounts will be deleted if/when they cease to be a student at Solihull College.
8. Students are required to exit the system correctly.

### **Software Policies and Procedures**

Solihull College does not allow students to install or use unauthorised software or copy or remove software from the College's PCs and/or network. It is the responsibility of all Solihull College employees and students to read, fully understand and agree to Solihull College's published software management policies and procedures. These policies and procedures are all available via the College Intranet. When users log in to College IT hardware and the network they are required to agree to the terms of this Acceptable Use Policy and thereby the following College policies and procedures which specifically refer to software licensing:

- Policy: IT Equipment, Upgrades and Replacements
- Procedure: The Evaluation, Acquisition, Copying and Installation of Computer Software
- Procedure: Core and Systems Software

Solihull College is a corporate member of the Federation Against Software Theft and we are working with this organisation to ensure that we are managing software licensing compliance effectively.

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### **Failure to Follow Policy and Breach of Agreement**

The use of the College's computer network and Internet connection is a privilege, not a right. Any student user found or believed to be using the service inappropriately will automatically have their entitlement to use this facility suspended without notice for a minimum period of 5 days. A student user who violates this Policy and breaches his/her agreement may have his or her access to the computer network and Internet terminated indefinitely.

A student user breaches his or her Agreement not only by affirmatively violating the Acceptable Use Policy, but also by failing to report any violations by other users that come to their attention. Moreover, a student user violates this Policy and Agreement if he/she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The College may also take other disciplinary action in accordance with the Student Disciplinary Procedure.

### **Help and Assistance**

If you have any questions regarding this Policy or require help using the College network, please ask an ILT Assistant in any of the College's Open Access Centres. If you notice someone using the College's IT equipment and network inappropriately, please let any of the ILT Assistants or ICT Services know (x7207 or by email to [itsupport@solihull.ac.uk](mailto:itsupport@solihull.ac.uk)).

### **Conclusion**

This policy will be reviewed again in July 2011.